



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (Risk Analyst JC-44303)

SALARY RANGES	\$4600 - \$5758
**TENURE/TIME BASE	12 Mo. Limited Term/Full Time ** (Possibility of becoming Permanent)
PROGRAM/DEPARTMENT	Agency Evaluation/Clinical Records
FINAL FILING DATE	December 09, 2016

DESCRIPTION OF DUTIES: Under the direction of the Director of Agency Evaluation this position performs a variety of tasks, including consultative and analytical assignments related to risk and client case management. The Risk Analyst independently assists in the coordination of the incident/event reporting database system and other internet/intranet-based data collection methods, consultation and assistance to administrative and clinical staff to ensure compliance with incident/event reporting documentation. Interpret, apply and ensure adherence to policies and procedures related to risk management. Provide management with analysis of client risk data and recommendations for improvement plans and solutions for compliance with laws and regulations related to client protections. Serve as primary liaison to Program risk managers to coordinate data collection and ensure that incident/event reporting guidelines are implemented according to established guidelines. Coordinates and provides training of Individual Program Coordinators in documentation requirements, Active Treatment concepts, Interdisciplinary Team meeting facilitation and caseload issues resolution. Provide training to management and staff related to risk management and client protection systems.

WHO MAY APPLY: Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.